

RENGSTORFF HOUSE CATERER'S CHECKLIST

Please note the time the House is rented for your event. These are the only hours the House will be available for your use.

Please complete this checklist. An appointment needs to be scheduled to meet with the Rengstorff House Event Coordinator at least 30 days before the event.

IMPORTANT: *All of the information about the event and the House needs to be communicated to your staff who will be working the event.*

Name of Renter: _____

Name of Event Coordinator: _____

Phone No. of Event Coordinator: _____

E-mail of Event Coordinator: _____

Date and Time of Event: _____

Type of Event: _____

Number of People: _____

Number of Hours Rented: _____

Time of Setup: _____ Guest Arrival: _____

Cleanup: _____ Departure: _____

APPLICABLE ONLY IF CATERER IS RESPONSIBLE:

Beverage/Bar Company

Name: _____ Phone No.: _____

Set-up time (*indicate location*): _____

Equipment Rental Company

Name: _____ Phone No.: _____

Day and Time of Delivery: _____

Items to be Delivered: _____

Day and Time of Pickup: _____

Florist

Name: _____ Phone No.: _____

Time of Delivery: _____

Cake/Bakery

Name: _____ Phone No.: _____

Set-up time (*indicate location on floor plan*): _____

Rengstorff House Rules:

- Renters are responsible for all setup and cleanup, leaving the Rengstorff House and Gardens in the same condition as prior to the event. Typically, the caterer and/or a previously designated person by the renter will coordinate the cleanup. The event House Attendant will provide cleaning supplies for you.
- All trash must be taken with you or placed in tied, plastic sacks and taken to and placed in the dumpsters in the Sailing Lake parking lot. Leftover food, dirty dishes, glassware and flatware must also be removed from the premises after the event. **Do not pour any leftover beverages on plants or in the flowerbeds.** Wildlife, especially ants, are a serious problem. We appreciate your cooperation.
- The Rengstorff House does not provide equipment such as flatware, tables, chairs and canopies. (*Canopies, 40' x 40' or larger, require a special permit from the Fire Department.*) Renters are responsible for prompt delivery and pickup of all rental equipment. If equipment (i.e., tables and chairs) must be left at the House overnight, all items must be stacked neatly behind the House (within the brick picket fence area but not leaning on the fence) and canopies secured against sudden gusts of wind. Shoreline tends to be windy in spring and summer. Tablecloths and decorations need to be weighted or secured. All dirty dishes, etc. must be taken with you. **Shoreline does not take responsibility for rental equipment.**
- Because the Rengstorff House is a restored historic home, we appreciate your respect for the furniture, floor coverings and other antique décor. The furniture cannot be moved without previous approval and only with the assistance from the event House Attendant. Inside of the House, please avoid red wine and tomato-based foods because of stains. Unless otherwise stated, the entrance of the House is the west side patio door. If necessary, food and equipment can be passed through the kitchen window during outside events.
- Due to the beautiful setting in which the Rengstorff House is located and because Shoreline is a wildlife sanctuary, feeding, disturbing or removal of any wildlife is prohibited. Please respect our gardens so all visitors can enjoy their beauty. Birdseed, rice, confetti and balloons (outside) are not permitted. **Barbecues and the frying of food** are only allowed behind the House (on the designated pathway, between the back of the House and the garden shed) with special permission. You are required to place a drip pan beneath the barbecue and take the ashes with you.
- Park in designated parking stalls only. **Damage to gardens will be deducted from the security deposit.**

Note: If there is a concert at the Amphitheatre, inform the traffic-control workers that you are going to the Rengstorff House. They will wave you through.